

MS. Access

1. DATABASE CONCEPTS

What is data and Database?

- 1.1 Why use Electronic Database?
- 1.2 Tables and Relationships
- 1.3 One to One
- 1.4 One to Many
- 1.5 Many to many

1.3 Database Features

- 1.3.1 Attributes, Character Fielded
Record, Tuples Files
- 1.3.2 Key, Primary Key
Foreign Key, Composite Key
- 1.3.3 Referential Integrity
- 1.3.4 Use of Wild Cards

1.4 MS- Access (Database)

- a) Ms-Access Use Access, Window
- b) Title Bar, Control Menu, Toolbar
- c) Status Bar
- d) Database Window
- e) Object button
- f) Data types
- g) Start Access
- h) Creating table, Table view

1.4.1 Create Table using in

- a) Design View
- b) Setting Primary Key, Saving table
- c) Close, exit add, delete record filed
- d) Resizing row column

- e) Freezing Hiding Column, Finding Data
- f) Repl data, Auto content, Spell checking
- g) Create Tales using in Wizard

1.4.2 Create relationship between Tables

1.4.3 Create Queries, define query, use adv

- a) Types of query
- b) Creating simple query
- c) Executing data
- d) Join, Difference between relations and join
- e) Extracting data
- f) Use of query wizard

1.4.4 Create Forms, What is form

- a) Types of form
- b) Create form by wizard
- c) Create form of Design View
- d) Add new record through form
- e) Edit record through form
- f) Editing option
- g) List Box, Combo Box
- h) Adding list Box and Combo Box
- i) Cheek Box and option button
- j) Command Button

1.4.5 Create Reports

- a) What is report?
- b) Use of Report, Standard types report
- c) Auto report
- d) Saving and closing auto report
- e) Create single table report
- f) Create two table report
- g) Create Report in design view

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h) Print a report

1.4.6 Database Security

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